

From: Bell, Jennifer C. DPI
Sent: Thursday, February 22, 2018 12:50 PM
To: Test coordinators, High school principals, DACs
Subject: WI Statewide ACT Assessments Update - Feb 22

Dear educators,

The initial test dates for statewide ACT and WorkKeys are next week, Feb 27 and 28. Thank you for your work preparing to administer these assessments. Our contact information is at the bottom of this email if you need assistance. A few important reminders as we approach the initial test dates:

- February standard time test booklets are valid only for the February test dates. These materials cannot be held in schools and must be returned to ACT during the prearranged FedEx pick up Mar 1-3.
- [As communicated previously](#), non-college reportable accommodations are no longer offered for ACT state testing.
- If you have students with disabilities or EL students who have been denied ACT accommodations requests, please contact OSA.

Training Video for ACT Room Supervisors

We heard from many schools that a room supervisor training video was an important ACT resource that was missing this year. ACT responded to the request for such a video and it was released today: [Test Day Overview for Room Supervisors](#). Please share this link with your room supervisors for review prior to test day.

Test Participation

With the ACT initial test dates next week, DPI want to share an important reminder on test participation. As outlined in Deputy State Superintendent Mike Thompson's [recent letter to administrators](#), DPI considers test participation both an ethical issue as well as critical pathway to educational equity. We encourage you to share this important reminder within your district.

Emergency and Inclement Weather Plans

The [Emergency and Inclement Weather Plan for ACT](#) and the [Emergency and Inclement Weather Plan for WorkKeys](#) are available. Please review these plans prior to the initial test dates. These documents are posted to the [ACT resources](#) and [WorkKeys resources](#) webpages.

Testing Timeline

February 23	Deadline to request ACT- approved accommodations for students eligible for Late Consideration (newly enrolled, newly identified disabilities, or sudden onset of medical conditions only).
February 26	Deadline to hold a pre-test session for students to complete the non-test information on the ACT answer document. Deadline to train room supervisors and proctors and prepare rooms and materials. Deadline for DACs to submit ACT confidentiality agreements to osamail@dpi.wi.gov . Deadline for school test coordinators to complete ACT confidentiality agreements and submit to their DAC.
February 27	Initial ACT with writing test date.
February 28	Initial WorkKeys test date. (The pre-test session may be held before or on test day.)

February 27 - March 13	ACT accommodations testing window. (Note: Remember that students with different timing codes cannot test together in the same room.)
February 28 - March 14	WorkKeys accommodations testing window.
February 28 - March 2	Ordering window for makeup test day materials for students who were not present on the initial test dates.
March 1-3	Prearranged FedEx pick up for return of standard time ACT & WorkKeys test materials.
March 9	Deadline for ACT and WorkKeys initial test date, standard time materials to be received at ACT. Late-arriving documents will not be scored.
March 15- 17	Prearranged FedEx pick up for return of accommodations ACT & WorkKeys test materials.
March 23	Deadline for ACT and WorkKeys accommodations materials to be received at ACT. Late-arriving documents will not be scored.

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; actaccoms@act.org

Aspire: 855-730-0400

<http://www.act.org/stateanddistrict/wisconsin>

General Information and Policies

Jennifer Bell

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<https://dpi.wi.gov/assessment/act>

Student Data

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Choice Program and Test Security Issues

Duane Dorn

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Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.